

OCP eSourcing FAQs

1. How do I register for eSourcing?

- 1) Visit www.ocp.dc.gov
- 2) Scroll to the bottom of the page look for **Quick Links**
- 3) Click on **New Vendor Registration - eSourcing**

Your account will go through an approval review process, if all the requested information items are correct and complete the account will be approved. A system generated password will be sent to the email address provided in the account.

2. How do I view the contents or details of a Solicitation Event?

- 1) Visit www.ocp.dc.gov
- 2) Click on the **Opportunities & Support** link
- 3) Click on **Current and Future Business Opportunities** link
- 4) Click on **OCP Solicitations** link

You should be able to view the contents of a solicitation event, including the requirements; however you can only respond to a solicitation through an approved **eSourcing** account with an invitation.

3. How can I view the invitations I have received so far?

- 1) Visit www.ocp.dc.gov
- 2) Scroll to the bottom of the page look for **Quick Links**
- 3) Click on **New Vendor Registration – eSourcing** (This link serves as your eSourcing account login as well)
- 4) Enter your login information

Your account will show you all events you have been invited to and their current status (open, closed, etc.)

4. I just registered. Why can't I see any events/solicitations in my box?

Events will begin to populate **after** your commodity codes have been established in your account. E-Sourcing will not show events that were open prior to the establishment of the account. To establish your commodity codes, please update your eSourcing account by clicking on preferences and selecting the commodity codes most closely aligned with your business.

This site can be saved to your 'Favorites' within your browser for easy access.

5. How do I check to see if my company is already registered?

Contact the OCP Helpdesk by email at **ocp.helpdesk@dc.gov** or call us on **202-724-4477**.

Via email include the below information items:

1. Company Name
2. Tax ID Number
3. Main Company Phone Number
4. City
5. State
6. Point of Contact Name
7. Point of Contact Email Address

6. I tried to register, but it states the our Tax ID number is already registered. What next?

See FAQ number 5

7. I registered on the ARIBA Supplier Network (ASN), can I use that login to access this system? Are they the same?

The ARIBA Supplier Network (ASN) and the eSourcing portal are two separate accounts. A separate login is required for each.

8. How do I add/remove a user in the eSourcing profile?

You will need to contact the **OCP Helpdesk** at ocp.helpdesk@dc.gov to add additional users to your company's profile. If a user needs to be removed, an email from a company representative will need to be sent to ocp.helpdesk@dc.gov before this action will be performed.

9. How do I receive an invitation to a Sourcing event that is not showing in my account?

Send an email to the OWNER that is listed within the eSourcing event, if there is no contact information for the OWNER of the eSourcing event dial 202=727-0252 and request to be transferred to the listed OWNER of the eSourcing event. Once the transfer has occurred request an invitation to the eSourcing event

10. Will I be charged for creating a profile in eSourcing?

No, there is no charge for registering in the eSourcing portal.

11.How do I update my profile with the desired commodity codes?

Once you are logged into your account

Choose **Preferences** from the upper right hand corner of your screen

Choose **update your profile**

Click on '**select**' beside **Commodities Supplied**

The system allows you to search for these items by the commodity name.